



ADMINISTRATIVE PROCEDURES

SUBJECT: TEACHER HIRING PROCESS

The Lambton Kent District School Board recognizes and employs a fair and just hiring process.

Every attempt is made to ensure consistent application of the Teachers Hiring Process, however extenuating circumstances may occur which may cause the process to be altered.

Posting

1. The Principal informs both the Superintendent of Education responsible for staffing and the Human Resources Recruitment Officer of the teacher vacancy.
2. New positions require a Recruitment Requisition form to be completed by the Principal/Manager.
3. The Recruitment Officer prepares the vacancy for posting, in consultation with the Principal, to determine qualifications and experience that form the foundation of the selection criteria.
4. The Recruitment Officer receives all applications to the respective posting.

Shortlisting

5. The Recruitment Officer develops a shortlist document in consultation with Principal as required.
6. The Principal and/or designate applies the shortlist document to all applications received in order to determine which candidates will be interviewed. A maximum of eight (8) candidates per position is recommended for an interview.
6. The recruitment Officer recommends whether the formal shortlisting process is required, based on the number and/or qualifications of the applicants.

Interview Preparation

7. The Recruitment Officer and the Principal determine the interview date, time, length of each interview, place, and team members.
8. The Principal secures additional interview team member(s) – minimum of two required.
9. Recruitment Officer contacts candidates to set up interviews and relays all pertinent information.
10. Recruitment Officer prepares interview questionnaire, in consultation with the Principal.
11. The Recruitment Officer emails interview packages to all interview team members.

Interview Day

12. The Interview Team assembles on the day of the interview, usually thirty (30) minutes prior to the first interview, in order to review interview packages and to select a Chair of the Interview Team.
13. The Chair of the Interview Team, leads the discussion – welcomes the candidate, introduces the Interview Team members and provides the following information:
 - Informs the candidate of the interview format – the length and number of questions to be asked;
 - Advises that the Interview Team members will alternate asking questions;
 - Advises that the candidate will be provided an opportunity to ask questions about the position at the end of the interview; and
 - Advises the timeline that decisions will be made, and when and how candidates will be notified, whether successful or unsuccessful.
14. Individual interview team members identify applicable responses on the prepared questionnaire of each candidate being interviewed.
15. Each team member enters their individual scores in Hiredesk.
16. The Interview Team, contacts the Recruitment Officer to confirm the successful candidate for the position.
17. The Recruitment Officer-conducts a verification of data provided by the successful candidate through a reference check.

Conclusion of Interviews

18. The Recruitment Officer determines the successful and unsuccessful candidates based on the scores entered in Hiredesk.
19. The Recruitment Officer ensures that reference checks were completed.
20. The Recruitment Officer and/or designate contacts the successful candidate with a job offer.
21. The Recruitment Officer and/or designate contacts the unsuccessful candidates once the successful candidate accepts.
22. The Recruitment Officer forwards successful candidate information to respective H.R. staff members for signup purposes.
23. Recruitment Officer forwards successful candidate information to respective unions.
24. Debriefing opportunities are provided to unsuccessful candidates on an individual request basis, and contingent upon the availability of the Chair of the Interview Team.

Implementation Date: April 9, 2003
Revised: December 1, 2009
Reference: Policy